

Freedom of Information Act Request to Schaumburg Township District Library

****Note to Requester:** This form is designed to provide you with helpful guidance on how to submit a FOIA request to Schaumburg Township District Library. You do not need to use this form. You may submit a FOIA request in any written format that you choose. You should retain a copy of your FOIA request for your files.**

Request Submitted to: FOIA Officer
 Schaumburg Township District Library
 130 S. Roselle Road
 Schaumburg, IL 60193
 Fax: 847.923.3207
 Email: foia@stdl.org

Date Requested: _____

Request Submitted by: _____ Email _____ U.S. Mail _____ Fax _____ In Person

Name of Requester: _____

Street Address: _____

City/State/Zip: _____

Telephone (Optional): _____ Email (Optional): _____

Fax (Optional): _____

Records Requested: Provide as much specific detail as possible to help identify the information that you are seeking. Additional pages may be attached, if necessary.

Do you want to receive copies of the documents? _____ YES _____ NO

Or do you want to review the documents in Schaumburg Township District Library's Administrative Office? _____ YES _____ NO

If you would like to receive copies of the documents:

Do you want paper copies or electronic copies? Paper Electronic

If you want electronic copies, please indicate the format in which you would like to receive them:

Schaumburg Township District Library's Administrative will provide documents in the electronic format requested, if feasible.

Is this request for a commercial purpose? YES NO

"Commercial purpose" is defined in the Act as "the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services." However, there are exceptions for news media, non-profits, scientific and academic organizations for disseminate news, articles or opinions of public interest, or research or education.

It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if it is requested to do so by the public body. 5ILCS 140.3.1(c).

Are you requesting a fee waiver? YES NO

If you are requesting a waiver of any fees for copying the documents, you must attach a statement of the purpose of the request and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c).